--
"A little inspiration goes a long way"

Carmen Zella
Founder & Creative Director
Do Art Foundation
Twitter: @doartfoundation
Instagram: DoArTFoundation
www.facebook.com/doartfoundation
www.doartfoundation.org
310.406.5055

Begin forwarded message:

From: Rebecca Hutchinson <rebecca@h-rpr.com>
Subject: Re: Designs for Larchmont Business Improvement District
Date: February 23, 2016 at 7:40:15 AM PST
To: Tom Kneafsey <tom@metropolitanholding.com>
Cc: Heather Boylston <heather@h-rpr.com>

Resending — please reply

Rebecca Hutchinson/ President + CEO, Even Days

rebecca@h-rpr.com / 323.646.6406

200 N. Larchmont Blvd.
Los Angeles, CA 90004
http://www.h-rpr.com

On Feb 19, 2016, at 8:05 AM, Rebecca Hutchinson <rebecca@h-rpr.com> wrote:

Tom — please see the chain below and the part I highlighted in red. We need to have the 2 utility boxes cleaned/prepped before the artwork can be installed.

How do we get this done? Is there a call I can make while you're in Mexico?



Rebecca Hutchinson/ President + CEO, Even Days

rebecca@h-rpr.com / 323.646.6406

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Begin forwarded message:

From: carmen zella <carmen@doartfoundation.org>
Subject: Re: Designs for Larchmont Business Improvement District
Date: February 18, 2016 at 8:41:55 PM PST
To: Rebecca Hutchinson <rebecca@h-rpr.com>

The installation could be as soon as next week if we receive the proper digital files and you confirm the boxes are clean and ready!

:)

On Thu, Feb 18, 2016 at 8:35 PM, Rebecca Hutchinson <rebecca@h-rpr.com> wrote:

> Sure. When will installation be?
>
> 
>
> **Rebecca Hutchinson**/ President + CEO, Even Days
>
> rebecca@h-rpr.com / 323.646.6406
>
> 200 N. Larchmont Blvd.
> Los Angeles, CA 90004
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>
> 

On Feb 18, 2016, at 8:00 PM, carmen zella <carmen@doartfoundation.org> wrote:

Super! We have notified the artist they are approved and are awaiting digital files from the artist to send to the printer.
We have shared the specs required and will notify you when they are received!

In the meantime, can you please ensure us that your BID maintenance team has cleaned the boxes and they are clear of excess paint, or paper that may cause bumps or bubbles during the installation?

Thanks!

On Thu, Feb 18, 2016 at 7:21 PM, Rebecca Hutchinson <rebecca@h-rpr.com> wrote:

> Carmen — we all think these are great! Please go ahead with the next step!
> Thanks,
> Rebecca
>
> **Rebecca Hutchinson**/ President + CEO, Even Days
>
> rebecca@h-rpr.com / 323.646.6406
>
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> Los Angeles, CA 90004
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>
> On Feb 17, 2016, at 11:54 AM, carmen zella <carmen@doartfoundation.org> wrote:
>
> Here is what Ann has presented.

Sent from my iPhone

--
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<FullSizeRender.jpg><FullSizeRender.jpg>

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Begin forwarded message:

From: Rebecca Hutchinson <rebecca@h-rpr.com>
Subject: Re: Larchmont utility boxes
Date: February 1, 2016 at 3:11:57 PM PST
To: carmen zella <carmen@doartfoundation.org>
Cc: Ma'ayan Dembo <maayan@doartfoundation.org>, Heather Boylston <heather@h-rpr.com>, Tom Kneafsey <tom@metropolitanholding.com>, Shannon King <shannon@doartfoundation.org>

Thanks for keeping us posted. Ann called to tell me about the vacation, too. All's well on our end.



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On Feb 1, 2016, at 9:41 AM, carmen zella <carmen@doartfoundation.org> wrote:

Hello Rebecca et all-

We wanted to send you an update on this project and the calendar delays- we communicated with Ann requesting a detailed timeline of submissions and a sample/indication of the colors on the phone after we received your email and request. She was going on a vacation and just got back and somehow was not clear on these deliverables - We have sent them again in an email- clearly outlining what we need so that we can set up production schedules and anticipated roll-out of this project.
Sorry for the delays as we have also scheduled this time for project completion in our calendar as well.
I will send further updates once we receive these.
Best-

On Friday, January 15, 2016, Rebecca Hutchinson <rebecca@h-rpr.com> wrote:

> Hello! Our BID Board met and we have decided on Ann Bridges for the Larchmont utility boxes. We would like to see her color version. We all really like her artwork and how it we imagine it will look on Larchmont! A big factor in our decision is that she said in her artist statement that she works in the area. We also know our BID colleague at Wilshire Center has had a great experience working with her.
>
> Tied for a close second were Paige Emery (her building images) and Mimi Haddon (love her kaleidescopes) although we would have asked her to create a version for us in blues/greens vs. pinks.
>
> I'm happy to elaborate further on our decision if you'd like.
>
> Please let me know the next step and thanks so much for everything! We were thrilled with the options.

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rebecca@h-rpr.com / 323.646.6406

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> On Dec 28, 2015, at 1:54 PM, Ma'ayan Dembo <maayan@doartfoundation.org> wrote:
>
> Hi all,
> Happy holidays! It always takes a bit of time to look through all the submissions and read the artists intensions.
>
> I think we have picked a strong selection from the applicants for the BID to narrow down.
>
> Attached is the deck with the top 11 submissions we received, and the artist statements for each one.
>
> We have set a deadline of January 10th to notify the winner, so let us know is

there are any questions! :)

Cheers,
Ma'ayan

Utility Boxes for Larchmont Village

On Mon, Dec 7, 2015 at 6:09 PM, Rebecca Hutchinson <rebecca@h-rpr.com> wrote:

> Thank you! How exciting.
>
> **Rebecca Hutchinson**/ President + CEO, Even Days
>
> rebecca@h-rpr.com / 323.646.6406
>
> 200 N. Larchmont Blvd.
> Los Angeles, CA 90004
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>
> On Dec 7, 2015, at 1:37 PM, Ma'ayan Dembo <maayan@doartfoundation.org> wrote:
>
> Hi Rebecca,
> We've been really pleased with the submissions so far that we have received.
> Before we pass along our recommendations on Thursday, we would like to get payment finalized.
> Shannon, our Director of Operations, will be re-sending out the invoice and W9 to you later today.
> Looking forward to seeing who you select :)
>
> -Ma'ayan
>
> On Thu, Nov 12, 2015 at 2:22 PM, carmen zella <carmen@doartfoundation.org> wrote:
>
> > This is great~

We will try to get the flyer done before then if we are to meet our end of January install. With the holidays, we will need time to receive submissions, get an approval and install rather quickly.

I would like to start distributing the flyer to artists by the end of next week.

Thank you Rebecca!

Looking forward~

On Thu, Nov 12, 2015 at 12:58 PM, Rebecca Hutchinson <rebecca@h-rpr.com> wrote:

> Hi Carmen, we'd like to use the same copy used in the sample flier you sent! Just replace the Hollywood info with Larchmont Village BID. Let's also add the submission deadline to the flier: December 8
>
> Our logo is attached. If possible, please also include the watercolor (also attached) somewhere in the flier. (It's not really necessary if it's too challenging because we show it on the application.)
>
> URL is larchmontvillagebid.com
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> Heather, please confirm we have all the passwords for our site so we can have Christophe create a link to the application from the home page.
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On Nov 6, 2015, at 8:13 AM, carmen zella <carmen@doartfoundation.org> wrote:

Hello Rebecca,

Here is an example of other fliers that were created and branded to fit this District.

To answer your question, YES - we would go back to the drawing board or solicit specific artists that we like in this case!

Best!

On Thu, Nov 5, 2015 at 2:54 PM, Rebecca Hutchinson <rebecca@h-rpr.com> wrote:

> Ma'ayan and Carmen — I'm awaiting final approval on this — will have it to you asap.
> One question that came up: what if our board doesn't like any of the submissions? I'm sure this is HIGHLY unlikely, given your outlined process and two of the artists we know who are interested in submitting, but would we go back to the drawing board with submissions and gather more?

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On Nov 4, 2015, at 1:48 PM, Ma'ayan Dembo <maayan@doartfoundation.org> wrote:

Updated!

On Tue, Nov 3, 2015 at 5:09 PM, Rebecca Hutchinson <rebecca@h-rpr.com> wrote:

> Thanks! There isn't a reference to the watercolor I had attached. Is that intentional or is there a way to let artists know that's what's already on the street?
> I also realized I didn't attach the higher res logo — here you go. Is that high enough?
> Timeline looks good!



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> On Nov 3, 2015, at 3:03 PM, carmen zella <carmen@doartfoundation.org> wrote:
>
> Hello Rebecca & Heather~
>
> We have modified the survey - please see your notes implemented.
> Here
>
> How are these dates?
>
> The timeline would go as follows:
> Submission deadline - December 8th
> Selection decided by - January 10th
> Installation finished by - January 23rd
>
> Best!

On Tue, Nov 3, 2015 at 8:06 AM, Heather@h-rpr.com <heather@h-rpr.com> wrote:

I think you covered it all, Rebecca. Thanks



Heather Duffy Boylston / President + CEO, Odd Days
heather@h-rpr.com / 323-397-3446

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On Nov 3, 2015, at 7:57 AM, Rebecca Hutchinson <rebecca@h-rpr.com> wrote:

> Thank you, Ma'ayan! This looks great. A couple things:
>
> — there are 2 places where Larchmont Village is referred to as "the" Larchmont Village. Please just take out "the". It's here and in the next line: **What is your favorite aspect of the Larchmont Village?** *
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> — we would like to be sure artists are aware of the BID's description of our village, listed here http://larchmontvillagebid.com/index.php, and the artwork that's already on the side of the Big Belly trash and recycling bins on the street (see attached)
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>
> Heather and Tom, do you have anything to add?
>
> Thank you!
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On Nov 2, 2015, at 1:24 PM, Ma'ayan Dembo <maayan@doartfoundation.org> wrote:

Hi Rebecca, Heather, and Tom,

Here is the Larchmont Village BID Utility Box survey that we will send out and promote as a call to artists.

Let me know if there are any comments or suggestions for the survey. I would like to use a higher-resolution photograph of the BID's logo, so please send one my way.

The timeline would go as follows:
Submission deadline - November 18th
Selection decided by - November 25th
Installation finished by - December 23rd

Thank you very much,
Ma'ayan Dembo

On Wed, Oct 28, 2015 at 1:30 PM, Rebecca Hutchinson <rebecca@h-rpr.com> wrote:

> Wonderful, thanks! And you will send us an invoice, right?

Rebecca Hutchinson/ President + CEO, Even Days

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On Oct 28, 2015, at 11:46 AM, carmen zella <carmen@doartfoundation.org> wrote:

Hello Rebecca!

Here is the countersigned!

From here we will customize the application form for Larchmont Village and place on websites and flyer - and set up a calendar for submissions and applications, and installation!

On Tue, Oct 27, 2015 at 4:20 PM, <rebecca@h-rpr.com> wrote:

> Hi - Here's the signed agreement.
>
> Begin forwarded message:
>
> :
>
> **From:** carmen zella <carmen@doartfoundation.org>
> **Date:** October 23, 2015 at 2:51:06 PM PDT
> **To:** Rebecca Hutchinson <rebecca@h-rpr.com>
> **Subject: Re: Larchmont utility boxes**
>
> Hello Rebecca,
>
> Please see the revised document.
>
> Best!
>
> On Thu, Oct 22, 2015 at 11:57 AM, Rebecca Hutchinson <rebecca@h-rpr.com> wrote:
>
> Thanks, great!
>
> Just a couple changes before I send to our ED:

— please change the official name of our BID to Larchmont Village BID (the “village” is missing in the doc)

— date says 9/10/15 in “Ownership” section — need to change

Thanks.

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rebecca@h-rpr.com / 323.646.6406

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On Oct 22, 2015, at 8:43 AM, carmen zella <carmen@doartfoundation.org> wrote:

<DOART_DealMemo_LarchmontUtilityBoxes.pdf>

--

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<doc02111220151027152622.pdf>

<Larchmont_PanelArt_052913b.tiff>

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<LVBID_Logo_012314_FINAL.png>

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<SVBID Utility Box Art - Call for Artists V4.jpg>
<LVBID_Logo_012314_FINAL.png>
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<doc02111220151027152622.pdf>

<Larchmont_PanelArt_052913b.tiff>

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